



## Locating an eLOI Job Aid

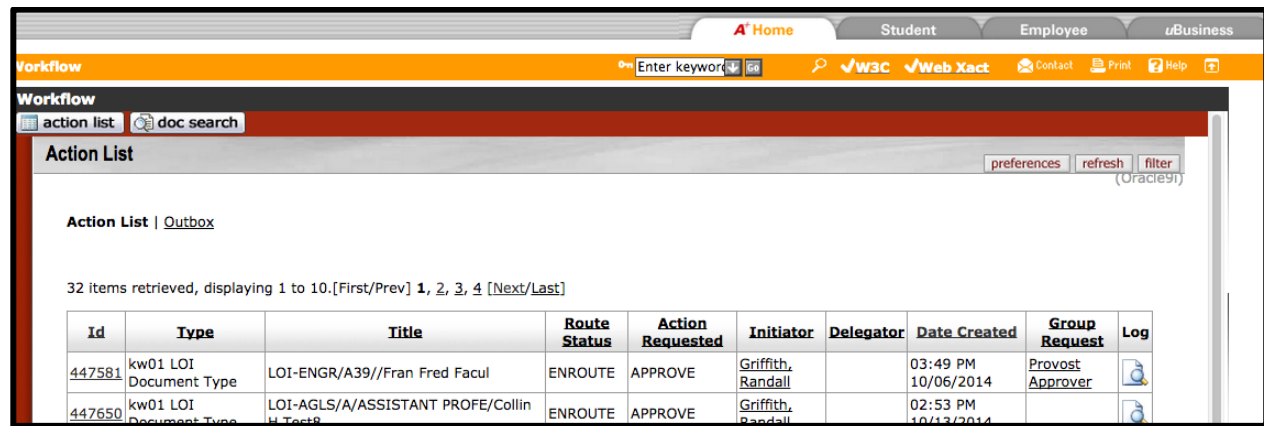
**Purpose:** The purpose of this job aid is to list and describe the **Doc Search** features for finding eLOIs. In this job aid, you will learn about:

<b>Doc Search Location</b> .....	<b>1</b>
<b>Using Basic Doc Search</b> .....	<b>1</b>
<b>Using Detailed Doc Search</b> .....	<b>2</b>
<b>Document Route Log</b> .....	<b>2</b>

### Doc Search Location

The purpose of the **Doc Search** button is to allow the user to retrieve a specific **eLOI** or set of eLOIs.

The **Doc Search** button appears on the **AccessPlus Home** screen on the right side of the **Action List** button.



### Using Basic Doc Search

In the Basic Doc search, you can use the following search fields to limit your results:

**Document Type** = kw01.LOI.DocType  
**Expected Result** = Limit your search to just letters of intent.

The screenshot shows the 'Basic Doc Search' form with the following fields and values:

- Document Type:** kw01.LOI.DocType
- Initiator:** (empty)
- Document Id:** (empty)
- Date Created From:** (empty)
- Date Created To:** (empty)
- Name this search (optional):** (empty)

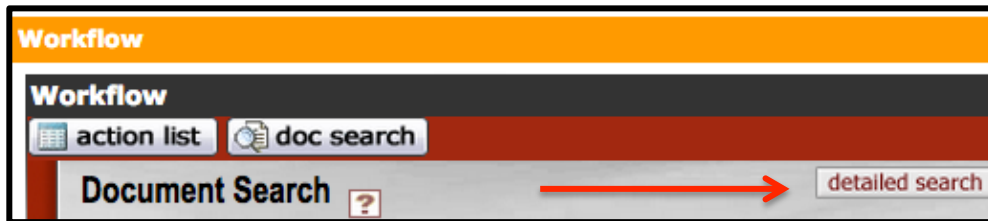
Buttons at the bottom include 'search', 'clear', and 'cancel'.



## Locating an eLOI Job Aid

### Using Detailed Doc Search

In the Detailed Doc search, you can use the following search fields to find an eLOI that is not at your approval stage:



Detailed Search Field	Expected Result
<b>Document Type</b> = kw01.LOI.DocType	Limit your search to just eLOIs.
<b>Date Created From/To</b>	Return eLOIs for a specific time range
<b>Title= *DEPT*</b>	View eLOIs for Department abbreviation listed
<b>Title= *LASTNAME*</b>	Find an individual's current/past eLOIs

### Document Route Log

The **Route Log** shows the approval status of the **Document** and can be accessed by clicking the paper with a search icon. In the route log, view who has approved or will need to approve this eLOI.

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Requested	Log
447581	kw01 LOI Document Type	LOI-ENGR/A39//Fran Fred Facul	ENROUTE	APPROVE	Griffith, Randall		03:49 PM 10/06/2014	Provost Approver	

ID: 447889 ▼ hide

<b>Title</b>		LOI:/P34/CONSTRUCTION MA/Denise Test	
<b>Type</b>	kw01 LOI Document Type	<b>Created</b>	08:30 PM 10/20/2014
<b>Initiator</b>	Griffith, Randall	<b>Last Modified</b>	08:30 PM 10/20/2014
<b>Route Status</b>	ENROUTE	<b>Last Approved</b>	
<b>Node(s)</b>	kw01.LOI.Originator	<b>Finalized</b>	

**Actions Taken** ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Griffith, Randall		08:30 PM 10/20/2014	Document Routed from the AccessPlus KW01/LOIFcity.jsp

**Pending Action Requests** ▼ hide

Requested Of	Time/Date	Annotation
<span style="border: 1px solid red; padding: 2px;">▶ show</span> IN ACTION LIST APPROVE (Multiple - expand to see details)	08:30 PM 10/20/2014	originator